

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



Employee Name	<u>Maxwell-Jolly, David</u>
Expense Dates	<u>02/11/09-04/06/09</u>
Total Expense Amount	<u>424.40</u>
Amount Due Employee	<u>424.40</u>
Form ID	<u>TEA000456645</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	02/11	Parking, Auto	13.75	
2)	04/05	Lodging	91.30	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

John Eastman

Travel & Expense Account Summary

Employee Name David Maxwell-Jolly
Expense Dates 02/11/09-04/06/09
Report Name Feb 2009 - Oakland

Request Total \$ 424.40
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **424.40**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Clovis Townhall	313.40
Regular Travel	Feb Oakland	111.00

NOTE: (d)=Direct Charge

DATE	Wed Feb 11	Wed Feb 11								TOTAL
Mileage, Personal Auto	90.75									90.75
Parking, Auto	2.50	13.75								16.25
Bridge Tolls	4.00									4.00
TOTALS \$	97.25	13.75								111.00

DATE	Sun Apr 5	Mon Apr 6								TOTAL
Dinner	18.00									18.00
Mileage, Personal Auto	94.05	94.05								188.10
Lodging	91.30									91.30
Breakfast		6.00								6.00
Lunch		10.00								10.00
TOTALS \$	203.35	110.05								313.40

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Feb Oakland	02/11/09	Mileage, Personal Auto	90.75	Cash
Regular Travel	Feb Oakland	02/11/09	Parking, Auto	2.50	Cash
Regular Travel	Feb Oakland	02/11/09	Parking, Auto	13.75	Cash
Regular Travel	Feb Oakland	02/11/09	Bridge Tolls	4.00	Cash
Regular Travel	Clovis	04/05/09	Dinner	18.00	Cash
Regular Travel	Clovis	04/05/09	Mileage, Personal Auto	94.05	Cash
Regular Travel	Clovis	04/05/09	Lodging	91.30	Cash
Regular Travel	Clovis	04/06/09	Breakfast	6.00	Cash
Regular Travel	Clovis	04/06/09	Lunch	10.00	Cash
Regular Travel	Clovis	04/06/09	Mileage, Personal Auto	94.05	Cash